



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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STATE SUPERINTENDENT

**FISCAL YEAR 2014  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #2**

**TO:** Family Day Care Home Sponsors

**FROM:** Kyle L. Guerrant, Director *(L.G.) 12-3-13*  
Office of School Support Services

**DATE:** December 3, 2013

**SUBJECT:** **Recordkeeping Requirements for Participating Institutions – Annual Reminder**

To promote program integrity and ensure that institutions are complying with Child and Adult Care Food Program (CACFP) recordkeeping requirements, the Michigan Department of Education (MDE) is requiring participating institutions to have on-site, for immediate review, all CACFP records for the current month, as well as the previous twelve months of operation.

Sponsors of centers may store records at the administrative office of the sponsor. For unaffiliated centers (legally distinct from the sponsor), records should also be maintained on-site at sponsored centers. Participating institutions may store the remaining records off-site, but they must be readily available for review. Failure to maintain such records shall be grounds for the denial of reimbursement or assessment of overclaims per 7 CFR 226.15(e) and 226.17(c). Institutions that cannot provide records to support claims will be considered to have filed false claims per 7 CFR 226.6(c)(5)(ii), which may lead to termination and disqualification from the CACFP.

If you have any questions regarding this memorandum, you may contact the Child and Adult Care Food Program at 517-373-7391.

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